

Agricultural Marketing Service
Office of the Deputy Administrator, Marketing Programs
Cotton Division, Grading Branch
Classing Office
Office Automation Clerk, GS-326-04

SJ CN32

I. INTRODUCTION

The Classing Office carries out assigned Cotton Division programs within a designated geographical area. Programs include the classification of cotton, market news services, statistical procedures incidental to quality estimates of the cotton crop and annual carryover, cottonseed sampling, and other marketing and allied regulatory responsibilities.

The employee performs general clerical, word processing, and other office automation tasks for the classing office.

II. DUTIES AND RESPONSIBILITIES

The incumbent performs a variety of clerical functions in support of the office mission.

Typing: _____ Types a variety of materials from longhand or typed rough draft into final format. Typed information includes terms and phrases related to the Cotton Classing Office. The incumbent is responsible for correct format, punctuation, spelling, grammar, etc. The typing may be done on a microcomputer, electronic typewriter, word processor or computer terminal.

Electronic Data: Queries data base for information pertaining to the operations of the office including retrieving specific information about classing results. Transmits, receives, and acknowledges electronic mail.

Telephone and Receptionist: Receives telephone and personal callers, handling many routine matters and directing technical matters to the proper person.

Correspondence: Receives, opens, and distributes mail.

Appointments: Keeps the supervisor's calendar, clearing requests for appointments and reminding of appointments.

Maintaining Records and Files: Maintains the office files, obtains documents, files and background information for the supervisor on the basis of general instructions as to the nature of the subject matter. Receives requests for statistical or informative material concerning the operations of the office.

Supplies: Obtains supplies and prepares requisitions; performs duplicating services.

Travel Arrangements: Assists in making travel arrangements for office personnel, such as obtaining plane reservations and tickets. Prepares transportation requests and vouchers.

Time and Attendance Reports: Enters Time and Attendance Reports for permanent and temporary employees into electronic system. Maintains control records of number of days worked by employees under Schedule A appointments.

Administrative and Program Reports: Tabulates and summarizes classification data used for cotton quality statistical reports. Prepares daily and weekly classing reports, weekly cotton and cottonseed market data report, monthly reports required for government automobiles, and various reports required in connection with personnel and funds estimates.

Billing: Maintains an auditable billing record of individual producers and/or gins or sampling agents for the purpose of user fee billing for all classification on forms CN-117. Segregates forms CN-117 by gin and sorts for posting to billing record. Where individual producers are billed, posts to billing record the number of bales, inclusive bale numbers and date classed. At the end of each accounting period, prepares invoices covering bales classed for current period and mails to individual producers and/or gins or sampling agents. Incumbent receives, posts, and transmits daily to National Finance Center checks covering payment of invoices for classification. Maintains a summary record of billings and payments and forwards statement of earnings billed for and not collected to Financial Management Division at end of each accounting period.

Personnel: Under the general supervision of the Office Assistant, receives applications for employment, maintains recruitment rosters of applicants, interviews applicants and makes local reference checks by telephone, prepares personnel papers and forms, receives and delivers salary checks and bonds, answers personnel inquiries of employees concerning appointments and leave, and keeps controls on time worked by temporary employees to insure time limitations on service year are not exceeded. Assists in preparation of other documents and reports as required.

Adheres to Equal Employment and Civil Rights (EEO/CR) policies, goals, and objectives in performing the duties of this position. Assures that written and oral communications are bias-free and that differences of other employees and clients are respected and valued.

III. FACTORS

Factor 1. Knowledge Required by the Position Level 1-3, 350 pts.

Skill in operating a microcomputer, word processor, electronic typewriter, or computer terminal. Skill in operating related equipment such as printers, modems, local area networks, etc. A qualified typist is required. Ability to use several types of software to execute a variety of office automation functions such as storing and retrieving electronic documents/files; inserting or

deleting text; printing documents; entering data into and retrieving data from a pre-developed database or spreadsheet; retrieving, or transmitting and receiving electronic mail.

Knowledge of grammar, spelling, capitalization, punctuation, and common terms used in the office in order to type a variety of material from rough draft and written material.

Knowledge of the office filing systems in order to file or locate information. Knowledge of office organization and functions to route visitors and phone calls and provide non-technical information.

Factor 2. Supervisory Controls Level 2-2, 125 pts.

The supervisor provides general instructions for routine office tasks on such items as quantity and quality expected, deadlines, and priority of assignments. Specific guidance is provided on new or unusual tasks on such things as format, printing, and software. The employee receives instructions for new assignments, but completes routine tasks independently. Completed work is checked for compliance with procedures, adherence to special instructions, accuracy, and appearance.

Factor 3. Guidelines Level 3-2, 125 pts.

Specific written guidelines are available for reference purposes, including dictionaries, correspondence manuals, software manuals and tutorials, written office guidelines, and Agency, Department, Division, and Branch instructions. Detailed written instructions are available for specific office automation tasks. The employee must search appropriate references to cover situations not covered by specific guidelines. Situations requiring significant deviations from established methods are referred to the supervisor for assistance.

Factor 4. Complexity Level 4-2, 75 pts.

The work consists of duties involving several sequential steps, processes and methods. Material is typed into final form from rough draft, written material, or handwritten notes. Typing involves specialized terminology related to the organizational unit and a variety of formats. The incumbent is responsible for the grammar, spelling, capitalization, and punctuation, and assures proper format and distribution. Tasks may require the use of two or more types of software.

Factor 5. Scope and Effect Level 5-1, 25 pts.

The accuracy and timeliness of the completion of the assignments contributes significantly to the efficiency and effectiveness of the daily operations of the office. The incumbent produces typed material in the proper, error-free, final form.

Factor 6. Personal Contacts Level 6-1

Contacts are with employees in the organizational unit and office visitors and callers, and employees in other government agencies.

Factor 7. Purpose of Contacts Level 7-A, 30 pts.

Contacts are for the purpose of receiving assignments, taking and relaying messages, and assisting callers and visitors.

Factor 8. Physical Demands Level 8-1, 5 pts.

The work is sedentary. There may be some walking, standing, bending, and carrying of light items, such as papers and books.

Factor 9. Work Environment Level 9-1, 5pts.

The work is performed in an office setting.

TOTAL POINTS 590